KENTUCKY REVENUE CABINET

ELECTRONIC FUNDS TRANSFER PROGRAM

DEBIT GUIDE

AUTOMATED CLEARING HOUSE (ACH) DEBIT

DEFINITION:
The ACH debit method allows you to transfer funds by authorizing the state to electronically debit an account you control in an ACH participating financial institution for the amount(s) which you report to the state's data collection service. The state pays the cost for you to report an ACH debit transaction. You are responsible for the fees, if any, that your financial institution may charge for the actual transfer of funds.

HOW TO REPORT A PAYMENT:
To make an ACH debit payment, you simply call a toll-free number, or log in to the data collection service web site (phone number and Internet site address listed in reporting instructions) and provide your payment information.
When calling or initiating a payment via the Internet, you will be asked to provide the following information:

- **Taxpayer Identification Number (TIN).** For withholding and sales and use tax, this is your nine-digit account number. For bank franchise tax, this is your bank routing/transit number.
- **Personal Identification Number (PIN).** After you have registered to make ACH debit payments, you will receive your PIN code. This is the PIN code you use when reporting your payments. You may change your PIN code at any time. If you lose or forget your PIN code or get a security violation contact **Kimberly Harris with Global Payment Systems at (404) 728-2131**.
- **Federal or State Code.** This is a code used internally. Please see reporting instructions for appropriate codes

77	Withholding Tax
78	Bank Franchise Tax
79	Sales and Use Tax

- **Tax Type Code.** This code is used to identify the type of tax payment being made. The following codes are used by the Kentucky Revenue Cabinet (KRC):

011	Withholding Tax
036	Bank Franchise Tax
041	Sales and Use Tax

- **Tax Period Ending Date.** This is the ending date of the tax period for which you are reporting. For example, see pages 7 and 8.
    Payment Amounts. You will be asked to indicate, in dollars and cents, the following payment amounts: tax, penalty, and, interest charges (if any), and a total for all payments.
- **Tax Settlement Date.** This is the date you wish the payment to be transferred from your bank account to the KRC's bank account. Holidays and weekends are not accepted, see page 2 for listing of KRC holidays.
- **Verification Code.** The payment verification code is an optional method of verifying the amount you have reported**. It is currently only available through operator assisted calls.**
    The verification code helps to ensure that the information has been entered correctly and should be precalculated before initiating the call. The verification code is a sum of the digits and the number of digits in your deposit amount. For example, if you deposit $10,215.17, your verification code is calculated as follows:

The sum of the digits:	$1+0+2+1+5+1+7 = 17$	
The number of digits:	$(1,0,2,1,5,1,7)$	$= 07$
Verification Code		24

    The data collection service also calculates the verification code. Your number and theirs must match for the transaction to continue.
- **EFT Reference Number**
    After providing the information needed to initiate your payment, you will be provided an EFT reference number that indicates proof of the call and tracks the payment from the time of the call to the time the payment reaches the Cabinet's bank account. You should keep this reference number with your records for use when attempting to trace your payment. The data collection service will then initiate the transfer of funds based on your settlement date.

WHEN TO REPORT A PAYMENT:

For an electronic tax payment to be timely, the transferred funds must settle into the Cabinet's bank account on or before the due date for the payment. To ensure that your funds settle timely into the KRC's account, you must call the data collection service *before* the tax due date.

You can call the data collection service at any time to report your payment. The service is available 24-hours a day year-round. Calls that are completed by 3:45 P.M. Eastern Time can be initiated that day, and the funds will settle into the KRC's bank account the next banking day. If you call on the tax due date, the funds will not settle in the KRC's account until the next banking day and will be late. See pages 7-8 for more information on reporting due dates.

WAREHOUSING:

The KRC's data collection service provides a service called "warehousing." With this service, you can call in your payment at the time the tax payment amount is determined and the payment is not taken out of your account until the tax settlement date you entered. For example, if you run payroll on February 13 and you are a monthly filer, you may call in your tax payment amount on February 13 and input a settlement date of March 15. The payment would not be taken out of your account until March 15.

CANCELLATIONS, CORRECTIONS, AND INQUIRIES:

You may cancel, correct or inquire about a reported transaction if you call the data collection service voice operator before 3:45 P.M. Eastern Time. Page 6 contains the instructions for displaying, changing, or canceling a previously reported payment.

PRENOTE TEST:

Following your registration for EFT, the KRC, in cooperation with the data collection service, will conduct a prenote (pre-notification) test to validate your routing/transit number and bank account number. The test uses a zero-dollar amount and is made at least 10 days prior to initiation of your first EFT payment.

WEEKENDS AND HOLIDAYS:

If a tax due date falls on a weekend or holiday, it moves to the next business day.

The following holidays are recognized by the KRC for EFT payments:

New Year's Day	January 1
Martin L. King Day	Third Monday in January
President's Day	Third Monday in February
Memorial Day	Last Monday in May
Independence Day	July 4
Labor Day	First Monday in September
Columbus Day	Second Monday in October
Veteran's Day	November 11
Thanksgiving Day	Fourth Thursday in November
Christmas	December 25

You must complete your tax reporting before 3:45 p.m. EST in order for transactions to be processed on the current day. Please review all information in these instructions before placing your call.

<u>TOUCH-TONE CALLING INSTRUCTIONS</u>

1.	**You dial:**	**1-800-568-1300**
	The IVR responds:	"Welcome to Global Payment Systems" Audio Response Service."
2.	The IVR Prompts:	"Please Enter Type"
	You Enter	**"29#"**
3.	The IVR Prompts:	"Enter Federal or State Code."
	You Enter	**"___#" (See Page 1 for Codes)**
4.	The IVR Prompts:	"Enter Bank Number."
	You Enter:	**"0019#"**
5.	The IVR Prompts:	"Enter Taxpayer ID Number." "000xxxxxx#"
	You Enter:	**Account number for type tax being reported**.
6.	The IVR Prompts:	"Enter Personal Identification Number."
	You Enter:	**Your four-digit PIN.**
7.	The IVR Prompts:	"Enter Tax Code#"
	You Enter:	**Appropriate Tax Type Code- (See page 1)**
8.	The IVR Prompts:	"Enter Tax Period#"
	You Enter:	**Tax Period End Date in MMDDYYYY form**at.
9.	The IVR Prompts:	"Enter Payment Amount#"
	You Enter:	**Payment Amount**
10.	The IVR Prompts:	"Enter Settlement Date#"
	You Enter:	**The date on which you want the payment to reach KRC's bank in MMDDYYYY format. Payments may be entered up to 90 days prior to the settlement date.**
11.	The IVR Prompts:	"Enter Amount Type Code."

CHOOSE <u>ONE</u> OF THE AMOUNT TYPE CODES AND PROCEED TO STEP 12 BY ENTERING #.

	You Enter:	**TAX--------------8#**
		INTEREST -----4#
		PENALTY-------7#
12.	The IVR Prompts:	"Enter Amount"
	You Enter:	**Payment Amount**
13.	The IVR Prompts:	"Enter Amount Type Code#."

IF THERE ARE NO INTEREST OR PENALTY TO PAY ENTER # TO PROCEED.

IF THERE IS INTEREST OR PENALTY TO BE PAID REPEAT STEPS 11 AND 12.

14.	The IVR Prompts:	"Please Wait for Processing."
		(The IVR then provides and eight digit reference number. Please maintain this number for your records.)
	You Enter:	**Press * to repeat the reference number; or.**
		2# to report additional payments (returned to step 3)

NOTE: If you are unable to get a reference number by pressing * see page 6.

NOTE: To void an entry for steps 1-12 press the * key.

You must complete your tax reporting before 3:45 p.m. EST in order for transactions to be processed on the current day. Please review all information in these instructions before placing your call.

OPERATOR-ASSISTED CALLING INSTRUCTIONS

1. **You Call**   **1-800-632-6699**

    Operator Response: "Global Payment Systems. May I have your two-digit code, please?"

2. **You Say:**   **Two-digit "Federal or State Code". See page 1 for codes.**

    Operator Response: Go ahead please.

3. **You Say:**   **May I have your operator number, please?**

                             Please record this number for your records

4. **You Say:**   **My Bank Number is 0019;**

                             My Taxpayer ID is _____. (See page 1 for description)

                             My PIN is _____ (See page 1 for description)

                             My Tax Type Code is _____ (See page 1 for description)

                             My Period End Date is_____(See page 1 for description)

                             My Payment amount is _____ (Total Payment amount)

                             The Payment Settlement Date is _____ (MMDDYYYY format)

                             Amount Type Code is _____ (Tax-8; Interest-4; Penalty-7) This step should be repeated until you have reported all amount type payments being made.

5. **You Say:**   **End Report**

    Operator Response: The operator will read back all fields reported for verification. If amounts are accurate please respond "Correct". If amounts are inaccurate please say "Incorrect" and repeat correct amounts.

The operator will then provide you with an eight-digit Reference number. Please record for your records.

INTERNET REPORTING INSTRUCTIONS

You must complete your tax reporting before 3:45 p.m. EST in order for transactions to be processed on the current day. Please review all information in these instructions before placing your call.

1. **Web Address:**   http://www.iglobalaccess.com/taxpayer.asp

2. **Bank Number**   **0019**

3. **Bank Password**   **KRCEFT   (as seen here all capital letters)**

4. **Taxpayer ID**   "＿＿＿＿＿＿＿＿"*(Enter your assigned Taxpayer ID Number) (000xxxxxx)*

5. **Federal/State Code**   "＿＿＿#"* (Enter your 2-digit Code)*
   Valid Federal/State Codes: *77 = Withholding*
   78 = Bank Franchise
   79 = Sales & Use

6. **Taxpayer Password**   "＿＿＿＿＿＿＿＿"*(Enter your assigned Taxpayer Password)*

   - After the data above has been entered, you will receive an Account Profile Screen. From this page, you select the transaction type that you want to do. (For example, add a payment, view payment history, etc.)
   - You will be required to enter your assigned four-digit PIN to complete transactions.
   - You can view your EFT transactions via the Internet regardless of the original input method (e.g., operator-assisted or touch-tone).
   - The Internet access supports both popular web browsers:
     * Netscape Navigator 4.x or later
     * Microsoft Internet Explorer 4.x or later
   - After three invalid password attempts you will be logged off. If you are logged off the system, you will not be allowed reentry until you have been properly identified as a valid taxpayer. **You must contact Kimberly Harris with global Payment Systems at (404) 728-2131 for reactivation.**

<u>Instructions for a **"Display, Change, or Cancel"** of a tax payment</u>

If you are unable to get a reference number using the **Touch –Tone Calling** please have the operator do a **Display** to check for the payment and receive your reference number.

1.	**You dial:**	**1-800-632-6699**
	The operator responds:	"Global Payment Systems. May I have your two-digit Code, please?"
2.	**You say:**	**"My State Code is _____"**

		Valid State Codes**:** 77 = Withholding
		                        78 = Bank Franchise
		                        79 = Sales & Use

	The operator responds:	"One moment, please…Go ahead."
3.	**You say:**	**"May I have your operator number, please?"** *(Please record the operator number for your records)*
4.	**You say:**	**"I want to DISPLAY, CHANGE or CANCEL a tax payment."**
		"Bank Number is <u>0019</u>"
		"Taxpayer ID is _____ "
		"Taxpayer PIN is _____ "
		"Verification Code is _____ " (SEE PAGE 1)
		The EFT Verification Code is optional, but if you do not provide it to the operator, all transactions reported within the past 35 days will be displayed.
	The operator responds:	If there is more than one payment currently in the database, the operator may ask you for the Tax Code, Tax Period and/or Settlement Date to select the desired payment to be changed or cancelled. Identify to the operator which payment you wish to change or cancel.
5.	**For a Change**	**Follow your Operator-assisted reporting instructions and provide the operator with the data that you wish to CHANGE.**
	The operator responds:	The operator will read back all fields for your approval.
		If any field is incorrect, **say "Incorrect"** and provide the correct information.
		If all fields are correct, **say "Correct"**.
		The operator will provide you with a new EFT Reference number.
6.	**For a CANCEL**	**Identify to the operator the payment you want to CANCEL.**
7.	**You say:**	**"Payment Amount is _____ dollars and _____ cents."**
	The operator responds:	The operator will read back all fields for your approval.
		If any field is incorrect, **say "Incorrect"** and provide the correct information.
		If all fields are correct, **say "Correct"**.
		The operator will provide you with a new EFT Reference number.

FILING AND PAYMENT FREQUENCY SALES AND USE TAX

Accelerated Monthly Filing Frequency:

Reporting Period	Return and Payment Due Date
January 1 - January 31	February 25
February 1 - February 28	March 25
March 1 - March 31	April 25
April 1 - April 30	May 25
May 1 - May 31	June 25
June 1 - June 30	July 25
July 1 - July 31	August 25
August 1 - August 31	September 25
September 1 - September 30	October 25
October 1 - October 31	November 25
November 1 - November 30	December 26
December 1 - December 31	January 25

Monthly Filing Frequency:

Reporting Period	Return and Payment Due Date
January 1 - January 31	February 20
February 1 - February 28	March 20
March 1 - March 31	April 20
April 1 - April 30	May 20
May 1 - May 31	June 20
June 1 - June 30	July 20
July 1 - July 31	August 20
August 1 - August 31	September 20
September 1 - September 30	October 20
October 1 - October 31	November 20
November 1 - November 30	December 20
December 1 - December 31	January 20

Quarterly Filing Frequency:

Reporting Period	Return and Payment Due Date
January 1 - March 31	April 20
April 1 - June 30	July 20
July 1 - September 30	October 20
October 1 - December 31	January 20

Yearly Filing Frequency:

Reporting Period	Return and Payment Due Date
January 1 - December 31	January 20

FILING AND PAYMENT FREQUENCY-BANK FRANCHISE TAX

Reporting Period	Return and Payment Due Date
January 1 - December 31	March 15

PAYMENT FREQUENCIES - WITHHOLDING TAX

Twice-Monthly Filing Frequency:

Reporting Period	Payment Due Date
January 1 - January 31*	February 10
February 1 - February 15	February 25
February 16 - February 28	March 10
March 1 - March 15	March 25
March 16 - March 31	April 10
April 1 - April 15	April 25
April 16 - April 30	May 10
May 1 - May 15	May 25
May 16 - May 31	June 10
June 1 - June 15	June 25
June 16 - June 30	July 10
July 1 - July 15	July 25
July 16 - July 31	August 10
August 1 - August 15	August 25
August 16 - August 31	September 10
September 1 - September 15	September 25
September 16 - September 30	October 10
October 1 - October 15	October 25
October 16 - October 31	November 10
November 1 - November 15	November 25
November 16 - November 30	December 10
December 1 - December 15	December 26
December 16 - December 31	January 31

* First reporting period of year has a 15 day longer reporting period and is due February 10.

Monthly Payment Frequency:

Reporting Period	Payment Due Date
January 1 - January 31	February 15
February 1 - February 28	March 15
March 1 - March 31	April 15
April 1 - April 30	May 15
May 1 - May 31	June 15
June 1 - June 30	July 15
July 1 - July 31	August 15
August 1 - August 31	September 15
September 1 - September 30	October 15
October 1 - October 31	November 15
November 1 - November 30	December 15
December 1 - December 31	January 31

Quarterly Payment Frequency:

Reporting Period	Payment Due Date
January 1 - March 31	April 30
April 1 - June 30	July 31
July 1 - September 30	October 31
October 1 - December 31	January 31

Yearly Payment Frequency:

Reporting Period	Payment Due Date
January 1 - December 31	January 31

NOTE: Any employer who accumulates $100,000 or more of withholding tax during any reporting period must remit the payment within one banking day.

Employers whose filing frequency is twice monthly, monthly or quarterly must file a quarterly reconciliation return. The return due dates are the same as the quarterly payment frequency shown above. Annual filers must file a yearly return, which is due on January 31.